



One Washington Square - San José, CA 95192-0028

To apply for this position please fill out the Student Assistant Job Application completely, save (choose "Save As") this Student Assistant Job Application PDF form to your system and email this just saved form as an attachment to library-StudentApps-group@sjsu.edu. With the Position Title-Reporting Unit-Reporting department in the email's subject heading line.

Position Title: SPSS Student Assistant
Reporting Unit: Innovation and Resource Services Department
Reporting Dept: Student Technology Training Center Student
Reports To: Technology Training Coordinator

As members of the Library Student Technology training center, you will work with individual or small group sessions to answer questions on course Content. The SPSS Student assistant is expected to have extensive knowledge of the subject they are hired to tutor and be able to communicate that knowledge to their peers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creating, editing and maintaining online resources for learning SPSS
- Provide small group and/or individual tutoring services with SPSS (Statistical Package for the Social Sciences).
- Adhere to initial work schedule for the entire semester, unless otherwise approved by your supervisor.
- Attend all scheduled staff and training meetings (unless excused by your supervisor) and participate by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and initiating discussions on current topics or scenarios.
- Communicate any concerns or suggestions regarding the program with your supervisor.
- Attend ongoing trainings throughout the semester
- Adhere to SJSU Library and University policies, procedures, and forms.
- Respond appropriately to constructive feedback and supervision from your supervisor.
- Other duties as assign

QUALIFICATIONS

The requirements listed below include the knowledge, skills, and/or abilities required.

1. Education/Experience

- SPSS Certified or minimum of two years of experience in SPSS (Statistical Package for the Social Sciences)
- Demonstrated problem-solving, critical thinking, patience, & decision- making skills.
- **Student Assistant** must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units; or ...

- **International student** must be a matriculating SJSU student enrolled full time in at least 12 undergraduate units, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester; or ...
- **Work Study student** must be a matriculating SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.

2. Knowledge, Skills, Abilities required

- Demonstrated expert knowledge of recent version(s) of SPSS
- Strong organizational, interpersonal, and communication skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Strong oral and written communication skills
- Must be making progress towards earning a degree

3. Equipment and Machine used Include but are not limited to:

Equipment: Windows and Apple operating systems; **Software:** SPSS 22, Microsoft Office

4. Physical Requirements

- Able to sit at a computer terminal for an extended period.

WORK SCHEDULE: 12-15 HOURS PER WEEK DURING SEMESTER

Monday:	9:00am – 5:00pm
Tuesday:	9:00am – 5:00pm
Wednesday:	9:00am – 5:00pm
Thursday:	9:00am – 5:00pm
Friday:	9:00am – 5:00pm
Saturday:	Off
Sunday:	Off

Desired Class Level: XX Frosh XX Soph XX Junior XX Senior XX Grad. Student

Major: Open

SALARY RATE LEVEL: X1 X2 X3 X4

SALARY RANGE: Expected starting pay at \$16.00 /hr